

# STUDENT EMPLOYMENT GUIDELINES

## For Employers

This guide is designed for use by on-campus student employee supervisors. It outlines policies, procedures and responsibilities of supervisors and students. If you have questions which are not answered in this guide, please call:

### Don Martin

Student Employment Counselor

Office of Student Financial Aid

Phone number: (415) 338-2593

email

### Student Employment Programs

- Federal Work-Study
- Student Assistant
- Graduate Assistant: Positions are hired through individual departments. Please contact your **department** office.
- International Student

### Hiring Procedures

- Posting Jobs
- Required Documents for **Work-Study** and **Student Assistant**
- Payday Schedules
- Job Classifications - Pay Rate Schedule
- Maximum Hours of Employment
- Breaks

### Monitoring Work-Study Earnings

#### Grievances

#### Payroll Holds

#### Summer Employment

#### Forms - examples

#### Financial Aid Home Page

<http://www.sfsu.edu/~finaid/newemployers.html>